

## CANCELLATION OF WEDDINGS

In the event that a wedding is cancelled or postponed, please call the chapel at (334) 953-2109.

## WEDDING CHECKLIST

Projected Wedding Date\_\_\_\_\_

Date of initial counseling with chaplain\_\_\_\_\_

Wedding Facilitator\_\_\_\_\_

Initial Meeting with Wedding Facilitator\_\_\_\_\_

Wedding Request Form completed\_\_\_\_\_

Wedding Reception Place confirmed\_\_\_\_\_

Date confirmed with organist\_\_\_\_\_

Clergy\_\_\_\_\_

Photographer\_\_\_\_\_

Florist\_\_\_\_\_

Rehearsal Date\_\_\_\_\_

Musicians\_\_\_\_\_



## Maxwell-Gunter Chapel Wedding Guide

This guide establishes the policies and procedures for weddings at Maxwell-Gunter Chapels. You will need to familiarize yourself with the information contained in this guide to ensure your wedding goes smoothly and to minimize any problems. Our chapel staff is committed to helping make your wedding a joyful event.



## WHO IS ELIGIBLE TO HAVE A WEDDING IN CHAPEL FACILITIES?

One of the individuals getting married must possess a valid military identification card to be married in chapel facilities. This includes Active duty, Reserve, Guard, Retired military, and ID card holding dependents. Members of the Reserve or National Guard may use the chapel only on training days. Maxwell-Gunter has three chapels available for the solemnization of wedding vows

Only chaplains assigned to the Maxwell-Gunter chapel staff may schedule weddings. Civilian clergy may be used, including Reserve/Guard or retired chaplains. The Wing Chaplain must approve civilian clergy in advance before they will be authorized to officiate at a chapel wedding.

Retired Catholics and their dependents enjoy civilian status in the eyes of the Military Archdiocese. Catholic marriage arrangements for dependents and retirees must be pursued in conjunction with their civilian parish. Military chaplains do not have the authority to conduct marriages for civilians.

## ROLE OF THE CHAPLAIN

The chaplain conducting the service in consultation with the bride and the groom will determine the ceremony used in the marriage service. Each chaplain is bound by the regulations of his or her denomination. The decision to perform marriage ceremonies/rites remains with each chaplain.

Once the chaplain has consented to perform the marriage ceremony, he/she takes on the role of pastor/counselor. In the rare event of a TDY or illness, every effort will be made to select another chaplain for the wedding.

## SCHEDULING A WEDDING

a. You will need to call the chapel at (334) 953-2109 to begin the wedding reservation process. Weddings **cannot** be booked more than six months prior to the ceremony. You will need to complete and have approved by chapel staff a Facility Request Form.

b. Catholic weddings require 3 months preparation for scheduling. The use of a Maxwell-Gunter AFB active duty chaplain to perform a Protestant wedding requires at least 2 months time to allow for premarital counseling.

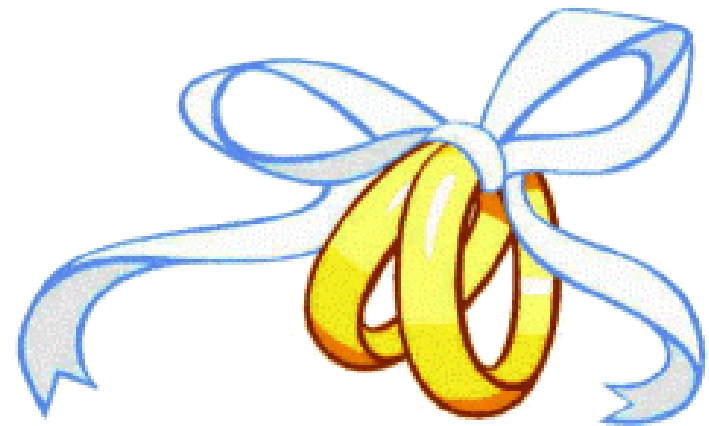
c. If you are eligible and request a Maxwell-Gunter active duty chaplain to perform your wedding, you should expect to be contacted within 5 working days. The chaplain will set up an initial interview with the couple. Premarital counseling is required by all military chaplains performing a wedding and will be scheduled during this meeting.

d. **IMPORTANT:** In order to receive confirmation of a rehearsal and wedding date and time, you must complete a Chapel Facility Request Form and provide the names of the chaplain and Wedding Facilitator. Please note that civil ceremonies cannot be performed in the base chapel, only religious ceremonies.

e. If using civilian clergy, an initial meeting will be scheduled with the couple to go over the information in this guide and to complete the Facility Request Form. The couple will ensure their civilian clergy receives a letter of agreement that must be completed and returned to the chapel office.

## TIME FOR WEDDINGS AND REHEARSALS

The chapel facility may be reserved for a wedding for a 3-hour period with no exceptions. Rehearsals will take place during a 1-hour block. The following time slots are the only approved times for weddings held in the chapel facilities:



## **WEDDING/REHEARSAL TIMES MAXWELL AFB & GUNTER ANNEX**

### **Weddings at Chapel 1& 2 – Maxwell AFB**

#### **Saturday**

1000 (0900-1200)

1400 (1300-1600)

1800 (1700-2000) [only Chapel 2]

#### **Rehearsals**

##### **Chapel 1**

Thu 1700-1800

Fri 1600-1700

1700-1800

##### **Chapel 2**

Fri 1600-1700

1700-1800

1800-1900

### **Weddings at Chapel 3 – Gunter Annex**

#### **Saturday**

1000 (0900-1200)

1400 (1300-1600)

1800 (1700-2000)

#### **Rehearsals**

Fri 1600-1700

1700-1800

1800-1900

## **LIMITATIONS FOR CHAPEL USE**

The following policies must be agreed upon in writing by the wedding party and strictly followed in order to have a wedding in chapel facilities:

a. Time: The wedding time slots are for 3 hours to include setup, ceremony, pictures, and clean up. The rehearsals are for a one-hour period. In both cases, the wedding party, guests, and all decorations must be out of the facility at the scheduled time with no exceptions.

b. Use of a Wedding Facilitator: No wedding or rehearsal may be conducted in a Maxwell-Gunter chapel without the use of a chapel-certified Wedding Facilitator. The facilitator is approved by the Wing Chaplain and ensures the smooth flow and coordination of the two events. The Wedding Facilitator ensures that the chapel is clean, lights are turned on/off, sound system operated correctly, chapel returned to its original condition, and the facility is properly secured. Wedding Facilitators have an \$85.00 minimum fee for their services. Extra services may be provided by the Wedding Facilitator and negotiated between the wedding party and Wedding Facilitator. There will also be a refundable \$50 deposit collected by the facilitator to ensure the wedding party properly cleans the chapel after the wedding.

c. No Fee: A Wedding Facilitator is not needed when the following criteria is met:

1. Wedding is accomplished during duty hours Monday through Friday (not on a holiday) by a chaplain assigned to the Maxwell-Gunter staff.
2. Wedding lasts no longer than 40 minutes. Must be out of facility by 1600 hours.
3. Wedding party will not bring in flowers or any other outside items, but agree to use the facility as is with no alterations.
4. The sound system is not used.

d. Relocation of Furnishings: The flag and contents of the hymnal rack will not be removed for any individual faith group or party. The moving of the pulpit, lectern, and any other furnishings will require approval of the Chapel NCOIC by the Wedding Facilitator prior to relocation. The piano, instruments, and altar may not be moved under any circumstances.

e. Smoking: Smoking is not permitted in inside or outside the chapel facility.

f. Alcoholic Beverages: Alcoholic beverages are prohibited in chapel facilities (except for ecclesiastical

wine used in the wedding ceremony). The wedding party is responsible for the conduct of their guests.

g. Rice, Seeds, Confetti, and Flowers: Throwing of rice, seeds, confetti, and flowers are not permitted inside or outside the chapel facility.

h. Decorations: Under no circumstances will decorations be affixed to pews, furnishings, or building with nails, staples, tacks, or sticky material.

i. Clean up: It is the responsibility of the wedding party to ensure the chapel and grounds are left in the same reasonable order as they were found. The Maxwell-Gunter Wedding Facilitator will be responsible for ensuring this is done. If not, the Wedding Facilitator will have sole authority as to whether the cleaning fee is returned.

j. Fees: The use of the chapel and the military chaplain are at no charge.

k. Receptions and wedding dinners/banquets may not be held in chapel facilities: No food or drinks are allowed in conjunction with a rehearsal or wedding.

1. Any problem(s) with your wedding facilitator should to be reported immediately to the Chapel NCOIC.

## PHOTOGRAPHY

Wedding parties will make their own arrangements for photography and/or video taping of the wedding. Photographers must consult with the Wedding Facilitator to determine when and how the pictures will be taken, to include the use of flash bulbs.

## MUSIC



Music must be coordinated with the person officiating at the ceremony to ensure appropriateness in a religious ceremony. Musicians and vocalists will be required to rehearse before the wedding to ensure their familiarity with the facilities and equipment. Recorded music may be used during weddings, but must be coordinated with officiating clergy. The Wedding Facilitator will be responsible for the operating the chapel sound system.

## FLOWERS AND CANDLES

The chapel is a religious facility possessing a dignity that is not to be greatly altered therefore elaborate decorations will not be allowed. Flowers, candles, aisle runners, and other furnishings will be selected and paid for by the wedding party. Any rented items or those not belonging to the chapel must be removed from the premises immediately following the ceremony with no exceptions. **Only Mechanical or Drip Less Candles may be used.** Florists must consult with the Wedding Facilitator to determine delivery, placement, and pick-up of arrangements.



## **CATHOLIC WEDDINGS**

The sacrament of matrimony may be celebrated with or without the sacrament of Eucharist. In the case of interfaith marriages, we do suggest the Catholic party consider a “Liturgy of the Word” service.

## **MARRIAGE LICENSE**

A legal marriage is required before a wedding can take place. Marriage licenses are issued at:

Montgomery County Court House Annex Building  
100 South Lawrence Street, 2<sup>nd</sup> Floor  
Montgomery, AL 36104

The groom and the bride must be present to apply for a license and be 18 years of age. After a fee of \$40.00 the license will be issued and be valid for 30 days. Blood tests are not required. For any questions call the Marriage License Department, (334) 832-1235/2563.



The hours are Mon-Fri, 0800-1700. The license must be presented to the chaplain or officiating clergy prior to the wedding otherwise the ceremony will not be performed.

## **COUNSELING**

Each chaplain requires premarital counseling though the length and type might vary. Catholic and Protestant preparations require a minimum of 3 and 2 months time respectively before a wedding.

## **GUESTS ON MAXWELL AFB & GUNTER ANNEX**

Requesting permission for civilian guests to enter the Base and their behavior is the responsibility of the valid military ID card holder requesting the wedding. The wedding party must provide Security Forces with names of those attending who do not possess a valid military I.D. card. The letter should include the members' name, rank, organization, and the dates, times, place of the rehearsal and wedding. Please address the letter to 42 SFS/SPO, Maxwell AFB, AL, 36112.